

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89)		Title of Position <u>Accountant Trainee</u> /Accounting Officer (Specialist)
POSITION DUTY STATEMENT INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "...material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important Duties and responsibilities of the position below. Group Related duties in numbered paragraphs and indicate the Proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her Supervisor.		Division and/or Subdivision Fiscal Services Division/ Investment Accounting Section/ Specialized Investments Programs and Processes Unit
		Location of Headquarters 400 "Q" Street, Sacramento, CA 95814
		Class Title of Position <u>Accountant Trainee</u>
		Position Number 275-240-4179-7XX
		Effective Date 7/1/2010
Please Reference Job #6889 on the application		
Percent Of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities: Under the general supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee, as a learner, performs professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skill.	
	Disbursement Processing	
45%	The incumbent will accurately and timely initiate disbursements for investment related expenses related to the Public Employees' Retirement Fund (PERF). The Accountant Trainee/Accounting Officer (Specialist) will process disbursements using the State Street Bank Cash Manager wire system. The incumbent will verify that there is an existing and valid contract, purchase order or General Partnership agreement for every vendor or investment partner or manager payments. The Accountant Trainee/Accounting Officer (Specialist) will prepare a daily wire log notifying the Investment Office of payments made and will maintain and update the schedule of all wire payments made.	
45%	The incumbent will work closely with the Investment Office to resolve any discrepancies/errors in wire requests. When wire reversals occur, the incumbent will ensure that all records have been properly adjusted, and that the custodian has timely received the funds. When an incoming wire occurs, the incumbent will coordinate with the appropriate section to analyze the posting of the corresponding accounting entries. The incumbent will record all wires on a spreadsheet and reconcile that information on a monthly basis. The incumbent will prepare FX wire requests for Out-of-State membership fees and conference fees for Board members. This process includes requesting reimbursement from Administrative Accounting and directing Cashiers to deposit reimbursement to SSB under the appropriate fund code.	
	Maintain Authorized Signature Listings	
5%	The incumbent will maintain listings of authorized signatures for approval of disbursements. The accountant trainee/accounting officer will obtain and annually update signature listings. The incumbent is responsible every quarter for reviewing signature listings to determine if staff on such listings is still working at CalPERS in the same capacity. The incumbent will initiate requests for periodic paperwork to update lists when staff movement occurs. The listings will be kept in such a manner as to satisfy investment accounting's fiduciary responsibility for investment related disbursements.	
5%	Other Duties as Required	